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Office of Elementary and Secondary Education  
Academic Improvement and Teacher Quality Programs  
Washington, D.C. 20202-6200**

**Fiscal Year 2008**

**Application for New Grants Under  
the Advanced Placement Incentive Program**

**CFDA 84.330C**



**Dated Material - Open Immediately**

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**If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Ivonne Jaime, Advanced Placement Incentive program, U.S. Department of Education, 400 Maryland Avenue, SW, 3W246, Washington D.C. 20202-6200.

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**United States Department of Education**  
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION  
ACADEMIC IMPROVEMENT AND TEACHER QUALITY PROGRAMS

Dear Colleague:

Thank you for your interest in the Advanced Placement Incentive (API) program, administered by the Office of Elementary and Secondary Education of the U.S. Department of Education. This information is for applicants seeking Fiscal Year (FY) 2008 funding under the API program, authorized under Title I, Part G of the Elementary and Secondary Education Act of 1965 (ESEA) (20 U.S.C. 6537), as amended by the No Child Left Behind (NCLB) Act of 2001 (P.L. 107-110). The API program awards competitive grants designed to increase the successful participation of low-income students in advanced placement courses and tests. The program expands opportunities for low-income students to take college-level classes and earn college credit while still in high school. The program also supports efforts to raise the rigor of the academic curriculum for all students attending high-poverty high schools.

Please take the time to review the applicable priorities, selection criteria, and all of the application instructions thoroughly. An application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program (EDGAR §75.216 (b) and (c)).

For this competition, the program has established **new absolute and competitive priorities**. Please note, the Department will only consider applications that meet the **absolute priority** for this program. The absolute priority is based on the priorities established for the program in Section 1705 (c) of NCLB. The competitive preference priority was established from the notice of final priorities for discretionary grant programs published in the Federal Register on October 11, 2006 (71 FR 60045). Additional information can be found within the application package.

For this competition it is **mandatory** for applicants to use the new government-wide website, Grants.gov (<http://www.grants.gov>), to apply. Please note that the Grants.gov site works differently than the U.S. Department of Education's e-Application System. We strongly encourage you to familiarize yourself with Grants.gov and strongly recommend that you register early and submit early.

Using FY 2008 funds, the Department expects to award \$12,400,000.00 for new grants under this competition. We will award discretionary grants on a competitive basis for a project period of up to 36 months. Grants are expected to be awarded in September.

Please visit our program website at [www.ed.gov/programs/apincent](http://www.ed.gov/programs/apincent) for further information. If you have any questions about the program after reviewing the application package, please contact Ivonne Jaime at (202) 260-1519 (e-mail: [ivonne.jaime@ed.gov](mailto:ivonne.jaime@ed.gov)).

Joseph Conaty  
Director

## Frequently Asked Questions

### *Eligibility*

#### **Who is eligible to receive a grant?**

The API program allows the following entities to submit applications:

- State educational agencies (SEAs);
- Local educational agencies (LEAs), including charter schools that are considered LEAs under state law; or
- National nonprofit educational entities with expertise in advanced placement services.

*Note:* In the case of an eligible entity that is an SEA, the SEA may use API grant funds to award subgrants to LEAs to enable those LEAs to carry out authorized activities that support the absolute priority for this competition. Other entities may not award subgrants under this program.

#### **Can an individual high school apply?**

Only if the individual high school also meets the definition of a local education agency.

#### **What is the definition of a local education agency?**

The term local educational agency means a public board of education or other public authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or of or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public elementary schools or secondary schools. The term also includes:

- Any other public institution or agency having administrative control and direction of a public elementary school or secondary school;
- An elementary school or secondary school funded by the Bureau of Indian Affairs but only to the extent that including the school makes the school eligible for programs for which specific eligibility is not provided to the school in another provision of law and the school does not have a student population that is smaller than the student population of the local educational agency receiving assistance under the Elementary and Secondary Education Act with the smallest student population, except that the school shall not be subject to the jurisdiction of any State educational agency other than the Bureau of Indian Affairs;
- Educational service agencies and consortia of those agencies;
- A charter school that is considered an LEA under State law; and
- The State educational agency in a State in which the State educational agency is the sole educational agency for all public schools.

#### **What is the definition of a "national nonprofit educational entity with expertise in advanced placement services?"**

We determine whether an entity is a "national nonprofit educational entity with expertise in advanced placement services" on a case-by-case basis. If an organization wishes to apply under the program as a national nonprofit educational entity, its application must provide documentation that establishes its status as a national nonprofit educational entity" and its expertise in advanced placement services.

In determining whether an organization is a “national” nonprofit educational entity, a number of factors are considered. These factors include, but are not necessarily limited to:

- Whether the organization's charter, articles of incorporation, or other documents creating/establishing the organization, define the organization as a national organization and describe the organization's mission as being national in scope; and
- Whether the organization has a national presence as is indicated in the scope of its work.

**Must all of the high schools named in the application serve a high-concentration of low-income students?**

Yes.

**What is the definition of “high-concentration of low-income students?”**

When used with respect to a school, "high concentration" means a school that serves a student population of which 40 percent or more are low-income individuals. The term "low-income individual" means an individual who is determined by an SEA or LEA to be a child, ages 5 through 19, from a low-income family on the basis of:

- Data used by the Secretary to determine allocations under section 1124 of the ESEA;
- Data on children eligible for free or reduced-price lunches under the National School Lunch Act;
- Data on children in families receiving assistance under Part A of Title IV of the Social Security Act; or
- Data on children eligible to receive medical assistance under the Medicaid program under Title XIX of the Social Security Act; or
- An alternate method that combines or extrapolates from those data.

*Authorized Definitions of "Low-Income"*

The Census Bureau's "poverty threshold" is used by the Secretary in determining Title I, Part A basic grant allocations under section 1124 of the ESEA. The "poverty threshold" definition is used by all Federal agencies in their statistical collections, but it is rarely used to establish eligibility for means-tested programs.

The Census "poverty threshold" varies by family size and the ages of family members, but it is not adjusted for differences in the cost of living, including the higher costs of living in Alaska and Hawaii. It is updated for inflation annually using the Consumer Price Index for All Urban Consumers (CPI-U). The Census Bureau releases updates of the "poverty threshold" in the fall of the year after the year for which poverty is measured. For example, it released the 2006 "poverty threshold" in fall 2007.

If an eligible entity chooses to use the Census Bureau's "poverty threshold" to determine a student's low-income status and a school's eligibility for the API program during school year 2007-08, it should use the 2006 "poverty threshold." More recent data will not be available until fall 2008. The 2006 threshold can be found on the Census Bureau's website at the link below:

<http://www.census.gov/hhes/www/poverty/threshld/thresh06.html>

An eligible entity that chooses to use the Census Bureau's "poverty threshold" also should note the income that must be included in making a determination as to whether a family's income is at or below the threshold. This information is available on the Census Bureau's website at the link below:

<http://www.census.gov/hhes/www/poverty/povdef.html#1>

### *Eligibility for Free or Reduced Price Lunches under the National School Lunch Act*

The percentage of students eligible for free- or reduced-price lunches under the National School Lunch Act can be used to establish a school's eligibility under the API program. A student is eligible for a free or reduced price lunch if her family's income is at or below 185 percent of the poverty level issued annually by the Department of Health and Human Services (HHS). This eligibility standard is likely to include more students than the other eligibility standards authorized by the statute, and also is the most well-known and understood standard among school administrators.

The HHS poverty level is a simplified version of the Census Bureau's "poverty threshold" and is commonly used to establish eligibility in means-tested programs. The HHS poverty level varies by family size, but not by age of family members. HHS establishes one set of poverty levels for the 48 contiguous States, the District of Columbia, Guam, Puerto Rico, and the Virgin Islands, another set for Alaska, and a third set for Hawaii. It is updated for inflation annually using the Consumer Price Index for All Urban Consumers (CPI-U).

If an eligible entity chooses to use eligibility for a free or reduced price lunch to determine a student's low-income status and a school's eligibility for API program during school year 2007-08, it should use the 2007-08 school year eligibility guidelines published by the Department of Agriculture in the Federal Register on February 27, 2007. This notice is available on the Department of Agriculture's website at:

<http://www.fns.usda.gov/cnd/governance/notices/iegs/IEGs07-08.pdf>

In addition, the National School Lunch Act allows schools that offer all students lunches at no charge, regardless of individual students' economic status, to certify students as eligible for free and reduced price lunches once every four years and longer under certain conditions. These alternatives to the traditional requirements for annual certification, known as "Provision 2" and "Provision 3," reduce local paperwork and administrative burden. The school lunch regulations prohibit schools that make use of these alternatives from collecting eligibility data and certifying students on an annual basis for other purposes. This prohibition has raised issues about how such schools can obtain the data needed to determine if a student is a "low-income individual" for the purposes of the API program. We have determined that, for purposes of determining eligibility for the API program, school officials may deem eligible all students in Provision 2 or 3 schools to be "low-income individuals" and therefore, support the inclusion of such a school in the application. Your State's director of child nutrition programs can assist you in identifying Provision 2 or 3 high schools in your State. A list of State agency contacts is available on the U.S. Department of Agriculture's website at the link below:

<http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>

### *Receipt of Temporary Assistance for Needy Families (Part A, Title IV of the Social Security Act)*

An eligible entity may consider a student who is a member of a family that receives Temporary Assistance for Needy Families (TANF) to be a "low-income individual." Eligibility rules for TANF are different in every State, and not all families who are eligible for TANF participate in the program.

If an eligible entity chooses to use receipt of TANF benefits by a student's family to establish a student's low-income status and therefore a school's eligibility for the API program during school year 2007-08, it should consult with the State agency responsible for TANF to learn how it can determine whether or not a student is a member of a family that receives TANF benefits.

### *Eligibility for Medicaid (Title XIX of the Social Security Act)*

An eligible entity may consider a student who is eligible for Medicaid to be a "low-income individual." Medicaid eligibility rules are different in every State. In all States, however, a youth age 19 or younger

whose family has an income that is at or below 100 percent of the HHS poverty guidelines or that is eligible for TANF, or a pregnant woman whose family has an income that is at or below 133 percent of the poverty level, is eligible for Medicaid.

If an eligible entity chooses to use Medicaid eligibility to establish a student's low-income status and therefore a school's eligibility for the API program during school year 2007-08, it should consult with the State agency responsible for Medicaid to learn how it can determine whether or not a student is eligible for its State Medicaid program.

#### *An Alternate Method*

The statute permits eligible entities to use "an alternate method that combines or extrapolates from" the preceding four eligibility standards to determine whether a student is a "low-income individual" and aide in the determination of a school's eligibility in the API program. An eligible entity that chooses to use an alternate method must describe this method in its application.

#### **Can feeder-patterns be used to establish eligibility at the high school level?**

Yes. Eligible entities can project the number of low-income students in a middle or high school based on the average poverty rate of the elementary school attendance areas that feed into the middle or high school.

Applicants should review the Title I non-regulatory guidance at

<http://www.ed.gov/programs/titleiparta/wdag.doc>, especially question #10, for specific guidance on how to calculate the projected rates.

#### **May a consortium of eligible entities apply as a group?**

Yes. A consortium of eligible entities can submit an application, but must submit a consortium agreement with its application. The relevant regulations from 34 CFR Part 75, Subsection C appear below:

Sec. 75.127--Eligible parties may apply as a group.

a) Eligible parties may apply as a group for a grant.

b) Depending on the program under which a group of eligible parties seeks assistance, the term used to refer to the group may vary. The list that follows contains some of the terms used to identify a group of eligible parties:

(1) Combination of institutions of higher education.

(2) Consortium.

(3) Joint applicants.

(4) Cooperative arrangements.

(Authority: 20 U.S.C. 1221e-3 and 3474)

Sec. 75.128--Who acts as applicant; the group agreement.

(a) If a group of eligible parties applies for a grant, the members of the group shall either:

(1) Designate one member of the group to apply for the grant; or

(2) Establish a separate, eligible legal entity to apply for the grant.

(b) The members of the group shall enter into an agreement that:

(1) Details the activities that each member of the group plans to perform; and

(2) Binds each member of the group to every statement and assurance made by the applicant in the application.

(c) The applicant shall submit the agreement with its application.

(Authority: 20 U.S.C. 1221e-3 and 3474)



Sec. 75.129--Legal responsibilities of each member of the group.

(a) If the Secretary makes a grant to a group of eligible applicants, the applicant for the group is the grantee and is legally responsible for:

- (1) The use of all grant funds;
- (2) Ensuring that the project is carried out by the group in accordance with Federal requirements; and
- (3) Ensuring that indirect cost funds are determined as required under Sec. 75.564(e).

(b) Each member of the group is legally responsible to:

- (1) Carry out the activities it agrees to perform; and
- (2) Use the funds that it receives under the agreement in accordance with Federal requirements that apply to the grant.

(Authority: 20 U.S.C. 1221e-3 and 3474)

**We currently have an API grant, are we eligible to apply for another API grant under this competition?**

Yes. Eligible entities that currently have an active grant can apply for another API grant.

*Note:* If the schools identified in the application submitted for the fiscal year 2008 competition are the same schools identified in the active grant, applicants must clearly outline the "new" services and programs that will be provided under the new award. If sufficient documentation is not provided that clearly differentiates the services and programs funded under the active award from the new award, we may reduce the requested funding amount.

**For purposes of the API program, how are advanced placement tests defined?**

Section 1707(1) of the Elementary and Secondary Education Act (ESEA) defines "advanced placement test" as "an advanced placement test administered by the College Board or approved by the Secretary."

*Note:* The Department approves advanced placement tests administered by the International Baccalaureate Organization. As part of the grant applicant process, applicants may request approval of tests from other educational entities that provide comparable programs of rigorous academic courses and testing through which students may earn college credit.

**Do I have to serve high schools?**

Yes. In order to meet the absolute priority, applicants must serve high schools. Applicants can also provide services to the feeder middle or junior high schools of the high schools named in the application.

*Note:* We will not consider applications that do not address the absolute priority. Applicants should address the absolute priority in the Project Narrative section of their application.

**Priorities**

**Are there any absolute priorities that must be addressed in the application?**

Yes. There is one absolute priority in the FY 2008 competition. We will only consider applications that address this priority. The absolute priority requires applicants to support projects that expand access for low-income individuals to advanced placement programs by:

- 1) Developing, enhancing, or expanding advanced placement programs in English, mathematics, and science in high schools with a high concentration of low-income students and a pervasive need for access to advanced placement programs;
- 2) Involving business and community organizations in the activities to be assisted; and

3) Providing matching funds from State, local, or other sources to pay for the costs of activities to be assisted.

*Note:* In order to meet the absolute priority, an application must identify the specific high schools that will receive project services, and evidence that the schools have a high concentration of low-income students. We will only consider applications that address the absolute priority. Applicants should address the absolute priority in the Project Narrative section of their application.

**Are there any competitive preference priorities that will be used to score applications?**

Yes. There are two competitive preference priorities in the FY 2008 competition. Applicants can select to address or not address the competitive preference priorities. We will award points on the basis of how well the applicant addresses each priority in its application:

*1) Competitive Preference Priority 1 (Critical-Need Languages):*

An applicant can receive up to an additional 4 points, depending on how well its application addresses this priority. This priority supports the implementation or expansion of programs that enable students to achieve proficiency or advanced proficiency in one or more of the following less commonly taught languages: Arabic, Chinese, Korean, Japanese, Russian, and languages in the Indic, Iranian, and Turkic language families.

*2) Competitive Preference Priority 2 (On-Line Advanced Placement Courses):*

An applicant will receive up to an additional 1 point, depending on how well its application proposes to carry out activities to increase the availability of, and participation in, on-line advanced placement courses.

*Note:* Applicants should address the competitive preference priorities in the Project Narrative section of their application.

**Are there any additional priorities guiding the competition?**

Yes. There is one invitational priority in the FY 2008 competition. Applicants can select to address or not address the Invitational Priority. No points are associated with this priority and if addressed, grantees will not receive any additional consideration over applicants that do not address the priority.

The Invitational Priority seeks to increase the successful participation of low-income individuals in advanced placement courses and tests by:

- 1) Compensating teachers of advanced placement courses for completing intensive professional development that enhances their knowledge of the advanced placement subjects they teach; and
- 2) Providing financial incentives that reward teachers of advanced placement courses for the successful performance of their students on advanced placement tests.

*Note:* Applicants should address the invitational priority in the Project Narrative section of their application.

***Grant Award Amount and Duration***

**How much funding is available for awards in FY 2008?**

Approximately \$12.4 million dollars are available in FY 2008 for awards. The Department anticipates awarding 21 new grant awards.

**Is there a maximum amount that eligible entities can request?**

Yes. The maximum allowed for any 12-month budget period is \$1,000,000. The total 12-month maximum award amount includes both direct and indirect costs. We will reject any application that proposes a budget exceeding \$1,000,000 for a single budget period of 12 months.

**Can we request funds for more than one year?**

Yes. Projects under the API program may be funded for up to 36 months. Funding is awarded on a yearly basis and is contingent upon the demonstration of substantial progress toward meeting project goals and objectives each year and the availability of future funding.

***Deadlines*****What is the deadline for the notice of intent to apply?**

We ask prospective applicants to inform us by e-mail if they intend to apply by June 6, 2008. Submitting a notice of intent to apply is optional. We ask for this information only so that we can determine how many peer reviewers we will need to evaluate applications.

**Where do I send my notice of intent to apply?**

Please email your notice of intent to apply to [AdvancedPlacementProgram@ed.gov](mailto:AdvancedPlacementProgram@ed.gov). Please put "Notice of Intent to Apply" in the subject header of your message.

**Am I required to submit a notice of intent to apply?**

No. Applicants are not required to submit a notice of intent to apply. If you do not submit a notice of intent to apply, you may still submit an application for funding.

**What should I use as the project start date?**

You may use October 1, 2008 as your project start date for purposes of the application. Should you receive an award and this date is different, you will be asked to adjust your timeline according to the actual start date.

**What is the deadline for submitting applications?**

Your application must be fully uploaded and submitted, and must be date/time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on July 7, 2008.

**When will the grant awards be made?**

We expect to make awards no later than September 30, 2008.

***Budget*****How can funds be used under this grant program?**

The primary purpose of the Advanced Placement Incentive (API) program is to increase the successful participation of low-income students in advanced placement courses and tests. Funds must be used to expand access for low-income individuals to advanced placement incentive programs that involve:

- Teacher training;
- Pre-advanced placement course development;
- Coordination and articulation between grade levels to prepare students for academic achievement in advanced placement courses;
- Books and supplies;
- Activities to increase the availability of, and participation in, on-line advanced placement courses; or

- Any other activity directly related to expanding access to and participation in advanced placement incentive programs, particularly for low-income individuals.

### **How does the Supplement-Not-Supplant provision impact the program?**

Funds provided under the API program must be used only to supplement, and not to supplant, other non-Federal funds that are available to expand access to advanced placement or pre-advanced placement courses and tests.

### **Which indirect cost rate should we use? Should we use the restricted or the unrestricted rate?**

Because the API program includes a supplement-not-supplant provision, applicants must use the restricted indirect cost rate. It is up to each applicant to decide whether it will charge indirect costs. If an applicant receives an award under the API program, it will have to provide a copy of its approved indirect cost rate agreement prior to receiving funding. While not required as an attachment to the application, applicants are highly encouraged to submit a copy of their agreement. (Part 6: Other Attachment Forms).

### **What happens if I do not have an agreement in place?**

If an applicant decides to charge indirect costs to this program and there is a **no** restricted, indirect cost rate in place, the applicant must follow the instructions found in the *Important Information Regarding Restricted Indirect Cost Rates* section of this application package.

### **Is there a matching requirement?**

Yes. The absolute priority requires applicants to provide matching funds from State, local, or other sources of funds to pay for the costs of activities identified in the application. We will not consider applications that do not address the absolute priority. Applicants should address this portion of the absolute priority in both the Project Narrative and Budget Narrative sections of their applications.

### **Are we required to contribute a specific percentage of matching funds?**

No. We require applicants to provide matching funds, but do not prescribe the specific amount or percentage of funds that must be contributed. However, one of the selection criteria evaluates the extent to which the applicant assures the availability of matching funds from State, local, or other sources to pay for the cost of activities to be assisted by the proposed project.

### **What funds can we use to satisfy the match? Do in-kind contributions count?**

This matching requirement may be satisfied by either or both of the following:

- Allowable costs incurred by the applicant (and, in the case of a State educational agency, subgrantee). This includes allowable costs borne by non-Federal grants or by others and by cash donations from non-Federal third parties; and
- The value of third party in-kind contributions applicable to the project period.

*Note:* You may not include any costs or contributions that have been or will be counted towards satisfying a cost sharing or matching requirement of another Federal grant agreement, a Federal procurement contract, or any other award of Federal funds.

*For additional information on matching:*

State and local educational agencies should review 34 CFR 80.24 at the link below:

<http://www.ed.gov/policy/fund/reg/edgarReg/edlite-part80c.html>

Non-profit organizations should review 34 CFR 74.23 at the link below:

<http://www.ed.gov/policy/fund/reg/edgarReg/edlite-part74c.html>

### ***Electronic Submission and Grants.gov***

#### **How do I submit application?**

Applications for grants under this competition must be submitted electronically, unless you qualify for an exception to the electronic submission requirement in accordance with the instructions from the Federal Register found in this application.

#### **Do I have to submit my application electronically?**

Yes. Applications for grants under the Advanced Placement Incentive Program must be submitted electronically using the Governmentwide Grants.gov Apply site at <http://www.Grants.gov>. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

#### **How do I qualify for an exemption to the electronic submission requirement?**

You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;  
and
- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

#### **Can I simply log on to Grants.gov on the deadline date to submit my application?**

No. You must register with Grants.gov before you submit your application.

#### **How do I register to submit my grant electronically?**

You are highly encouraged to register early because the registration process for Grants.gov may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to:

[http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).

*Note:* Your organization will need to update its Central Contractor Registry (CCR) registration annually.

#### **Can I still submit an application if I have not completed the Grants.gov registration process by the application deadline date?**

No. You must be fully registered with Grants.gov before you submit your application.

**I have received confirmation that I am fully registered in Grants.gov, am I ready to submit my application?**

Yes. We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors, including the size of the application and the speed of your Internet connection. Additionally, the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application, you will need to resubmit successfully before 4:30:00 pm on the deadline date.

*Note:* To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

**The Federal Register notice states that my application "must be fully uploaded and submitted" but I'm not sure what that means.**

You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package to ensure that you submit your application in a timely manner to the Grants.gov system.

**How will I know if my application has been "fully uploaded and submitted?"**

After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

*Note:* You will receive a series of confirmations both online and via email about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

**I submitted my application several days before the application deadline date via Grants.gov, should I assume it was successfully uploaded?**

No. You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link.

- For a successful submission, as described in the Federal Register notice, the date/time received should be earlier than 4:30:00 p.m. on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.
- If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the closing date, your application is late.
- If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors."
- If the status is "Rejected with Errors," your application has not been received successfully.

**Why would Grants.gov reject my application?**

Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: [http://www.grants.gov/applicants/applicant\\_faqs.jsp#54](http://www.grants.gov/applicants/applicant_faqs.jsp#54). For more detailed information on why an

application may be rejected, you can review Application Error Tips <http://www.grants.gov/section910/ApplicationErrorTips.pdf>.

**What are some of the reasons I won't receive a validation from Grants.gov?**

- You submitted your application after the application deadline date and time.
- The E-Business Point of Contact at your organization did not respond to the registration e-mail from Grants.gov and authorize you as an Authorized Organization Representative (AOR).
- You did not provide the DUNS number on your application (SF-424 form) that was used when you registered as an AOR.
- You did not fill out all the mandatory fields in the application package.

**Can I use other file formats like Excel in my application?**

No. You must attach any narrative sections of your application as files in a **.DOC** (document), **.RTF** (rich text), or **.PDF** (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.

**Are there any other issues with Grants.gov I should try to avoid?**

Yes. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Also, when attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

**Today is the application deadline date and I am experiencing technical difficulties or we have not yet completed the registration process. Can I ask for an extension?**

No. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

**How do I know if the technical difficulties were related to Grants.gov or our systems?**

If you are experiencing problems submitting your application through Grants.gov, before the application deadline date, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

***Program Contact***

**Who should I contact for more information?**

Please contact Ivonne.Jaime@ed.gov at (202) 260-1519 or by e-mail at [AdvancedPlacementProgram@ed.gov](mailto:AdvancedPlacementProgram@ed.gov).

## Technical Assistance Workshops for Prospective Applicants

We will hold *one (1) onsite technical assistance workshop* and *three (3) webinars (web based technical assistance workshops)* to assist prospective applicants who are interested in submitting applications in this year's API grant competition. We will present information about the API program, the absolute and competitive priorities, selection criteria, program requirements, the submission of applications through Grants.gov, and other information. Materials presented at these meetings will also be posted on API website located at <http://www.ed.gov/programs/apincent/applicant.html>.

### ***Registration***

You must register in advance to attend either the onsite workshop or webinar. You may register at the following link: [https://www.regonline.com/63344\\_616417A](https://www.regonline.com/63344_616417A)

Prospective applicants that have registered for the *onsite workshop* will receive an e-mail message that will confirm the time and location of the workshop.

Prospective applicants that have registered for the *webinars* will receive an e-mail message with the required webinar access information.

### ***Schedule of Web Based Technical Assistance Workshops***

#### *Webinar # 1*

May 14, 2008, 2:00 pm – 5:00 pm (*Washington, D.C. time*)

#### *Webinar # 2*

May 20, 2008, 9:00 am – 12:00 noon (*Washington, D.C. time*)

#### *Webinar # 3*

May 21, 2008, 2:00 pm – 5:00 pm (*Washington, D.C. time*)

### ***Schedule of Onsite Technical Assistance Workshop***

The Westin Arlington  
801 North Glebe Rd  
Arlington, Virginia 22203  
Phone: (703) 717-6200

May 22, 2008, 10:00 am – 1:00 pm (*Washington, D.C. time*)



## Application Transmittal Instructions

Applications for grants under this competition must be submitted electronically, unless you qualify for an exception to the electronic submission requirement in accordance with the instructions from the Federal Register found in this application.

We will reject your application if you submit it in paper format unless, as described elsewhere in this application, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.

### Attention Electronic Applicants

Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

This program requires the electronic submission of applications--specific requirements and instructions can be found in the Federal Register notice. **Your application must be fully uploaded and submitted, and must be date/time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date.**

### Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site (<http://www.grants.gov>) by **4:30:00 p.m. (Washington, D.C. time)** on the **application deadline date**. If you submit your application through the Internet via the Grants.gov Web site, you will receive an automatic acknowledgment when we receive your application.

For more information on using Grants.gov, please refer to the Notice Inviting Applications that was published in the Federal Register, the Grants.gov Submission Procedures and Tips document found in the application package instructions, and visit <http://www.grants.gov>.

### **Please note the following:**

- You must attach any narrative sections of your application as files in a **.DOC** (document), **.RTF** (rich text), or **.PDF** (Portable Document) format. **If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.**
- Your electronic application must comply with any page-limit requirements described in this application package.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.
- When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.
- If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

**According to the instructions found in the Federal Register notice, those requesting and qualifying for an Exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.**

Applications Sent by Mail:

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

*By mail through the U.S. Postal Service:*

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.330C)  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

**or**

*By mail through a commercial carrier:*

U.S. Department of Education  
Application Control Center – Stop 4260  
Attention: (CFDA Number 84.330C)  
7100 Old Landover Road  
Landover, MD 20785-1506

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark,
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service,
- (3) A dated shipping label, invoice, or receipt from a commercial carrier, or
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

Applications Delivered by Hand:

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.330C)  
550 12th Street, SW.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department:

- (1) You must indicate on the envelope and-- if not provided by the Department-- in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application.
- (2) The Application Control Center will mail a grant application receipt acknowledgment to you. If you do not receive the grant application receipt acknowledgment within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

## ***Education Submission Procedures and Tips for Applicants***

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

### **ATTENTION**

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov.

We strongly recommend that you review these details on [www.Grants.gov](http://www.Grants.gov) before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Applicants will no longer need to use the PureEdge software to create or submit an application. If you have any questions regarding this matter please email the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.

1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

**Note:** To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: **Validated, Received by Agency, or Agency Tracking Number Assigned**.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: [http://www.grants.gov/applicants/applicant\\_faqs.jsp#54](http://www.grants.gov/applicants/applicant_faqs.jsp#54).

For more detailed information on why an application may be rejected, you can review Application Error Tips <http://www.grants.gov/section910/ApplicationErrorTips.pdf>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

### ***Submission Problems – What should you do?***

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or use the customer support available on the Web site: [http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp).

Electronic submission is required and you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

### **Helpful Hints When Working with Grants.gov**

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to [http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp) for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov [http://www.grants.gov/help/submit\\_application\\_faqs.jsp](http://www.grants.gov/help/submit_application_faqs.jsp).

### **Dial-Up Internet Connections**

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

### **MAC Users**

If you do not have a Windows operating System, you may need to use the Citrix solution discussed on Grants.gov to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

### ***Attaching Files – Additional Tips***

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (**.doc, .pdf or .rtf**). Also, do not upload any password protected files to your application.
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, \*, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

## Legal and Regulatory Information

### *Notice inviting applications for new awards using FY 2008 funds*

4000-01-U

DEPARTMENT OF EDUCATION

Office of Elementary and Secondary Education

Overview Information

Advanced Placement Incentive Program

Notice inviting applications for new awards for fiscal year (FY) 2008.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.330C.

#### Dates:

Applications Available: May 7, 2008.

Deadline for Notice of Intent to Apply: June 6, 2008.

Deadline for Transmittal of Applications: July 7, 2008.

Deadline for Intergovernmental Review: September 4, 2008.

#### Full Text of Announcement

##### I. Funding Opportunity Description

Purpose of Program: The Advanced Placement Incentive (API) program awards competitive grants designed to increase the successful participation of low-income students in advanced placement courses and tests. The program expands opportunities for low-income students to take college-level classes and earn college credit while still in high school. The program also supports efforts to raise the rigor of the academic curriculum for all students attending high-poverty high schools.

Priority: In accordance with 34 CFR 75.105(b)(2)(iv), this priority is from section 1705(c) of the ESEA (20 U.S.C 6535(c)).

Absolute Priority: For FY 2008 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is: Implementation of Advanced Placement Programs in High-Poverty Schools.

This priority supports projects that expand access for low-income individuals to advanced placement programs by:

(1) Developing, enhancing, or expanding advanced placement programs in English, mathematics, and science in high schools with a high concentration of low-income students and a pervasive need for access to advanced placement programs;

(2) Involving business and community organizations in the activities to be assisted; and

(3) Providing matching funds from State, local, or other sources to pay for the costs of activities to be assisted.

Note: In order to meet this absolute priority, an application must identify the specific high schools that will receive project services, and provide evidence that those schools have a high concentration of low-income students.

Competitive Preference Priorities: Within this absolute priority, we give competitive preference to applications that address the following priorities.

Competitive Preference Priority 1: This priority is from the notice of final priorities for discretionary grant programs published in the Federal Register on October 11, 2006 (71 FR 60045).

Under 34 CFR 75.105(c)(2)(i) we award up to an additional 4 points to an application, depending on how well the application meets this priority.

This priority is: Critical-Need Languages.

This priority supports projects that support activities to enable students to achieve proficiency or advanced proficiency or to develop programs in one or more of the following less commonly taught languages: Arabic, Chinese, Korean, Japanese, Russian, and languages in the Indic, Iranian, and Turkic language families.

Competitive Preference Priority 2: In accordance with 34 CFR 75.105(b)(2)(iv), this priority is from section 1705(c) of the ESEA (20 U.S.C 6535(c)).

Under 34 CFR 75.105(c)(2)(i) we award an additional 1 point to an application that meets this priority.

This priority is: On-Line Advanced Placement Courses.

This priority supports projects that demonstrate an intent to carry out activities to increase the availability of, and participation in, on-line advanced placement courses.

Within this absolute priority, we are particularly interested in applications that address the following invitational priority.

Invitational Priority: For FY 2008 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an invitational priority. Under 34 CFR 75.105(c)(1), we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is: Training and Incentives for Advanced Placement Teachers.

This priority supports projects that seek to increase the successful participation of low-income individuals in advanced placement courses and tests by:

(1) Compensating teachers of advanced placement courses for completing intensive professional development that enhances their knowledge of the advanced placement subjects they teach; and

(2) Providing financial incentives that reward teachers of advanced placement courses for the successful performance of their students on advanced placement tests.

Program Authority: 20 U.S.C. 6535-6537.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 97, 98, and 99. (b) The notice of final priorities for discretionary grant programs published in the Federal Register on October 11, 2006 (71 FR 60045).

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$12,400,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2009 from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$93,040 - 975,163.

Estimated Average Size of Awards: \$590,476.

Maximum Award: We will reject any application that proposes a budget exceeding \$1,000,000 for a single budget period of 12 months. The Assistant Secretary for Elementary and Secondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 21.

Note: The Department is not bound by any estimates in this notice.

Project Period: Up to 36 months.

## III. Eligibility Information

### 1. Eligible Applicants:

(a) State educational agencies (SEAs);

(b) Local educational agencies (LEAs), including charter schools that are considered LEAs under State law; or

(c) National nonprofit educational entities with expertise in advanced placement services.

Note: In the case of an eligible entity that is an SEA, the SEA may use API grant funds to award subgrants to LEAs to enable those LEAs to carry out authorized activities that support the absolute priority for this competition.



2. a. Cost Sharing or Matching: In order to meet the absolute priority for this competition, an applicant must provide matching funds from State, local, or other sources to pay for the costs of activities to be assisted.
- b. Supplement-Not-Supplant: Funds provided under this program must be used only to supplement, and not supplant, other non-Federal funds that are available to assist low-income individuals in paying advanced placement test fees or to expand access to advanced placement or pre-advanced placement courses (20 U.S.C. 6536). This restriction also has the effect of allowing projects to recover indirect costs only on the basis of a restricted indirect cost rate, according to the requirements in 34 CFR 75.563 and 34 CFR 76.564 through 76.569.
3. Other: Definitions. The following definitions are taken from the API program authorizing statute in Title I, Part G of the ESEA (20 U.S.C. 6537). They are repeated in this application notice for the convenience of the applicant.

(a) The term advanced placement test means an advanced placement test administered by the College Board or approved by the Secretary.

Note: The Department approves advanced placement tests administered by the International Baccalaureate Organization. As part of the grant application process, applicants may request approval of tests from other educational entities that provide comparable programs of rigorous academic courses and testing through which students may earn college credit.

(b) The term high concentration of low-income students, used with respect to a school, means a school that serves a student population 40 percent or more of whom are low-income individuals.

(c) The term low-income individual means an individual who is determined by an SEA or LEA to be a child, ages 5 through 19, from a low-income family on the basis of data used by the Secretary to determine allocations under section 1124 of the ESEA, data on children eligible for free or reduced-price lunches under the National School Lunch Act, data on children in families receiving assistance under Part A of Title IV of the Social Security Act, or data on children eligible to receive medical assistance under the Medicaid program under Title XIX of the Social Security Act, or through an alternate method that combines or extrapolates from those data.

#### IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet, or from the program office.

To obtain a copy via the Internet, use the following address:

<http://www.ed.gov/fund/grant/apply/grantapps/index.html>.

To obtain a copy from the program office, contact: Ivonne Jaime, U.S. Department of Education, 400 Maryland Avenue, SW., LBJ Building, room 3W246, Washington, DC 20202-6200. Telephone: (202) 260-1519 or by email: [AdvancedPlacementProgram@ed.gov](mailto:AdvancedPlacementProgram@ed.gov)

If you use a telecommunications device for the deaf (TDD), call the Federal Relay Service (FRS), toll free, at: 1-800-877-8339.

Individuals with disabilities can obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotope, or computer diskette) by contacting the person or team listed under Alternative Format in section VIII of this notice.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Page Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application.

We encourage you to limit the narrative to the equivalent of no more than 40 pages and suggest that you use the following standards:

- A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative. Titles, headings, footnotes, quotations, references, and captions, as well as text in charts, tables, figures, and graphs, can be single spaced.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.
- Number all pages consecutively using the style 1 of 40, 2 of 40, and so forth.
- Include a Table of Contents with page references.

The suggested page limit does not apply to the Table of Contents; forms; the budget section, including the narrative budget justification; the assurances and certifications; the one-page abstract; the resumes; or letters of support. However, the suggested page limit does apply to all of the application narrative section. We further encourage applicants to limit to no more than 20 pages any attachments or appendices that are not resumes or letters of support.

### 3. Submission Dates and Times:

Applications Available: May 7, 2008.

Deadline for Notice of Intent to Apply: June 6, 2008. We will be able to develop a more efficient process for reviewing grant applications if we have a better understanding of the number of entities that intend to apply for funding.

Therefore, we strongly encourage each potential applicant to send a notification of its intent to apply for funding to [AdvancedPlacementProgram@ed.gov](mailto:AdvancedPlacementProgram@ed.gov) by June 6, 2008. The notification of intent to apply for funding is optional. Applicants that do not supply this e-mail notification may still apply for funding.

Deadline for Transmittal of Applications: July 7, 2008.

Applications for grants under this competition must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 6. Other Submission Requirements in this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: September 4, 2008.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section in this notice.

6. Other Submission Requirements: Applications for grants under this competition must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Advanced Placement Incentive Program, CFDA Number 84.330C, must be submitted electronically using the Governmentwide Grants.gov Apply site at <http://www.Grants.gov>. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the Advanced Placement Incentive Program at <http://www.Grants.gov>. You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.330, not 84.330C).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30:00 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.
- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.
- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at <http://e-Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf>
- To submit your application via Grants.gov, you must complete all steps in the Grants.gov registration process (see [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)). These steps include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR); and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>). You also must provide on your application the same D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to submit successfully an application via Grants.gov. In addition you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.
- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.
- You must submit all documents electronically, including all information you typically provide on the following forms: Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary

assurances and certifications. Please note that two of these forms--the SF 424 and the Department of Education Supplemental Information for SF 424--have replaced the ED 424 (Application for Federal Education Assistance).

- You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.
- Your electronic application must comply with any page-limit requirements described in this notice.
- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).
- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII in this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because—

- You do not have access to the Internet; or
  - You do not have the capacity to upload large documents to the Grants.gov system;
- and
- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Ivonne Jaime, U.S. Department of Education, 400 Maryland Avenue, SW., LBJ Building, room 3W246, Washington, DC 20202-6200.

FAX: (202) 205-4921.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the applicable following address:

By mail through the U.S. Postal Service:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.330C)  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education  
Application Control Center, Stop 4260  
Attention: (CFDA Number 84.330C)  
7100 Old Landover Road  
Landover, MD 20785-1506

Regardless of which address you use, you must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.330C)  
550 12th Street, SW.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

#### V. Application Review Information

Selection Criteria: The selection criteria for this competition are from 34 CFR 75.210 and, where otherwise noted, sections 1702 and 1705 of the ESEA (20 U.S.C. 6532 and 6535).

Note: The maximum score for all selection criteria is 95 points. The points or weights assigned to each criterion or subcriterion are indicated in parentheses.

#### Need for the Project

In determining need for the proposed project, we will consider the following factors:

- (1) The extent to which the application demonstrates a pervasive need for access to advanced placement incentive programs by low-income individuals (5 points) (20 U.S.C. 6535(c)(1)); and
- (2) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses (10 points).

#### Quality of Project Design

In determining the quality of the design of the proposed project, we will consider the following factors:

- (1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable (5 points);
- (2) The extent to which the proposed project will increase the rate at which secondary school students participate in advanced placement courses and increase the numbers of students who receive advanced placement test scores for which college academic credit is awarded (20 points) (20 U.S.C. 6532(7));
- (3) The extent to which the proposed activities constitute a coherent, sustained program of training in the field (15 points); and
- (4) The extent to which there is effective coordination and articulation between grade levels to prepare students for academic achievement in advanced placement courses (15 points) (20 U.S.C. 6535(d)(C)).

#### Quality of the Management Plan

In determining the quality of the management plan for the proposed project, we will consider the following factors:

- (1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks (8 points);
- (2) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project (5 points); and
- (3) The extent to which the applicant demonstrates that it will have the capacity to report annually the data required by section 1705(f) of the ESEA (4 points).

### Adequacy of Resources

In determining the adequacy of resources for the proposed project, we will consider the extent to which the applicant assures the availability of matching funds from State, local, or other sources to pay for the cost of activities to be assisted by the proposed project (20 U.S.C. 6535(c)(3))(8 points).

### VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section in this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section in this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Grant Administration: Applicants should budget for a two-day meeting for project directors to be held annually in Washington, DC. In addition to setting aside funds for travel, hotel, and per diem costs for these meetings, applicants should budget for an estimated \$500 per participant for the costs of materials and technical assistance products and services that will be delivered during these meetings.

4. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>

5. Performance Measures: The Department has established six performance measures for assessing the effectiveness of the API program in improving the successful participation in advanced placement courses and tests by students attending public high schools served by API grants. These measures are:

- (1) The number of students who enrolled in an advanced placement course at each school served by an API grant, disaggregated by subject.
- (2) The number of low-income individuals who enrolled in an advanced placement course at each school served by an API grant, disaggregated by subject.
- (3) The number of advanced placement tests taken by students at each school served by an API grant, disaggregated by subject, divided by the number of seniors enrolled in each school at or around October 1.
- (4) The number of advanced placement tests taken by low-income individuals at each school served by an API grant, disaggregated by subject.
- (5) The scores students at each school served by an API grant earned on advanced placement tests, disaggregated by subject.
- (6) The scores low-income individuals at each school served by an API earned on advanced placement tests, disaggregated by subject.

These measures constitute the Department's measures of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to these measures in identifying their goals and objectives and conceptualizing the approach and evaluation of their proposed projects. If funded, applicants will be asked to collect and report data in their performance and final reports about progress toward these measures.

## VII. Agency Contact

For Further Information Contact: Ivonne Jaime, U.S. Department of Education, 400 Maryland Avenue, SW., LBJ Building, room 3W246, Washington, DC 20202-6200. Telephone: (202) 260-1519 or by email:

[AdvancedPlacementProgram@ed.gov](mailto:AdvancedPlacementProgram@ed.gov)

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

## VIII. Other Information

Alternative Format: Individuals with disabilities can obtain this document and a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII in this notice.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site: [www.ed.gov/news/fedregister](http://www.ed.gov/news/fedregister)

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at: [www.gpoaccess.gov/nara/index.html](http://www.gpoaccess.gov/nara/index.html)

Dated: May 2, 2008

/S/

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Kerri L. Briggs,  
Assistant Secretary for Elementary and Secondary Education.



### ***Program Statute***

Electronic version of the statute available online: [www.ed.gov/policy/elsec/leg/esea02/pg14](http://www.ed.gov/policy/elsec/leg/esea02/pg14)

#### **Sec. 1701 Short Title.**

This part may be cited as the 'Access to High Standards Act'.

#### **Sec. 1702 Purposes.**

The purposes of this part are —

- (1) to support State and local efforts to raise academic standards through advanced placement programs, and thus further increase the number of students who participate and succeed in advanced placement programs;
- (2) to encourage more of the 600,000 students who take advanced placement courses each year but do not take advanced placement exams each year, to demonstrate their achievements through taking the exams;
- (3) to build on the many benefits of advanced placement programs for students, which benefits may include the acquisition of skills that are important to many employers, Scholastic Aptitude Test (SAT) scores that are 100 points above the national averages, and the achievement of better grades in secondary school and in college than the grades of students who have not participated in the programs;
- (4) to increase the availability and broaden the range of schools, including middle schools, that have advanced placement and pre-advanced placement programs;
- (5) to demonstrate that larger and more diverse groups of students can participate and succeed in advanced placement programs;
- (6) to provide greater access to advanced placement and pre-advanced placement courses and highly trained teachers for low-income and other disadvantaged students;
- (7) to provide access to advanced placement courses for secondary school students at schools that do not offer advanced placement programs, increase the rate at which secondary school students participate in advanced placement courses, and increase the numbers of students who receive advanced placement test scores for which college academic credit is awarded;
- (8) to increase the participation of low-income individuals in taking advanced placement tests through the payment or partial payment of the costs of the advanced placement test fees; and
- (9) to increase the number of individuals that achieve a baccalaureate or advanced degree, and to decrease the amount of time such individuals require to attain such degrees.

#### **Sec. 1703 Funding Distribution Rule.**

From amounts appropriated under section 1002(g) for a fiscal year, the Secretary shall give priority to funding activities under section 1704 and shall distribute any remaining funds under section 1705.

## **Sec. 1704 Advanced Placement Test Fee Program.**

(a) GRANTS AUTHORIZED-From amounts made available under section 1703 for a fiscal year, the Secretary shall award grants to State educational agencies having applications approved under this section to enable the State educational agencies to reimburse low-income individuals to cover part or all of the costs of advanced placement test fees, if the low-income individuals —

- (1) are enrolled in an advanced placement course; and
- (2) plan to take an advanced placement test.

(b) AWARD BASIS-In determining the amount of the grant awarded to a State educational agency under this section for a fiscal year, the Secretary shall consider the number of children eligible to be counted under section 1124(c) in the State in relation to the number of such children so counted in all the States.

(c) INFORMATION DISSEMINATION-A State educational agency awarded a grant under this section shall disseminate information regarding the availability of advanced placement test fee payments under this section to eligible individuals through secondary school teachers and guidance counselors.

(d) APPLICATIONS-Each State educational agency desiring to receive a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may require. At a minimum, each State educational agency application shall —

- (1) describe the advanced placement test fees the State educational agency will pay on behalf of low-income individuals in the State from grant funds awarded under this section;
- (2) provide an assurance that any grant funds awarded under this section shall be used only to pay for advanced placement test fees; and
- (3) contain such information as the Secretary may require to demonstrate that the State educational agency will ensure that a student is eligible for payments authorized under this section, including documentation required under chapter 1 of subpart 2 of part A of title IV of the Higher Education Act of 1965.

(e) REGULATIONS-The Secretary shall prescribe such regulations as are necessary to carry out this section.

(f) REPORT-

(1) IN GENERAL-Each State educational agency awarded a grant under this section shall, with respect to each advanced placement subject, annually report to the Secretary on —

- (A) the number of students in the State who are taking an advanced placement course in that subject;
- (B) the number of advanced placement tests taken by students in the State who have taken an advanced placement course in that subject;
- (C) the number of students in the State scoring at different levels on advanced placement tests in that subject; and
- (D) demographic information regarding individuals in the State taking advanced placement courses and tests in that subject disaggregated by race, ethnicity, sex, English proficiency status, and socioeconomic status.

(2) REPORT TO CONGRESS-The Secretary shall annually compile the information received from each State educational agency under paragraph (1) and report to the appropriate committees of Congress regarding the information.

(g) BIA AS SEA-For purposes of this section the Bureau of Indian Affairs shall be treated as a State educational agency.

**Sec. 1705 Advanced Placement Incentive Program.**

**(a) GRANTS AUTHORIZED-**

(1) IN GENERAL-From amounts made available under section 1703 for a fiscal year, the Secretary shall award grants, on a competitive basis, to eligible entities to enable those entities to carry out the authorized activities described in subsection (d).

**(2) DURATION AND PAYMENTS-**

(A) DURATION-The Secretary shall award a grant under this section for a period of not more than 3 years.

(B) PAYMENTS-The Secretary shall make grant payments under this section on an annual basis.

(3) DEFINITION OF ELIGIBLE ENTITY-In this section, the term eligible entity' means a State educational agency, local educational agency, or national nonprofit educational entity with expertise in advanced placement services.

(b) APPLICATION-Each eligible entity desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may require.

(c) PRIORITY-In awarding grants under this section, the Secretary shall give priority to an eligible entity that submits an application under subsection (b) that —

- (1) demonstrates a pervasive need for access to advanced placement incentive programs;
- (2) provides for the involvement of business and community organizations in the activities to be assisted;
- (3) assures the availability of matching funds from State, local, or other sources to pay for the cost of activities to be assisted;
- (4) demonstrates a focus on developing or expanding advanced placement programs and participation in the core academic areas of English, mathematics, and science;
- (5) demonstrates an intent to carry out activities that target —

(A) local educational agencies serving schools with a high concentration of low-income students;  
or

(B) schools with a high concentration of low-income students; and

(6) in the case of a local educational agency, assures that the local educational agency serves schools with a high concentration of low-income students; or

(7) demonstrates an intent to carry out activities to increase the availability of, and participation in, on-line advanced placement courses.

(d) AUTHORIZED ACTIVITIES-

(1) IN GENERAL-Subject to paragraph (2), an eligible entity shall use grant funds made available under this section to expand access for low-income individuals to advanced placement incentive programs that involve —

- (A) teacher training;
- (B) pre-advanced placement course development;
- (C) coordination and articulation between grade levels to prepare students for academic achievement in advanced placement courses;
- (D) books and supplies; or
- (E) activities to increase the availability of, and participation in, on-line advanced placement courses; or
- (F) any other activity directly related to expanding access to and participation in advanced placement incentive programs, particularly for low-income individuals.

(2) STATE EDUCATIONAL AGENCY-In the case of an eligible entity that is a State educational agency, the entity may use grant funds made available under this section to award subgrants to local educational agencies to enable the local educational agencies to carry out the activities under paragraph (1).

(e) CONTRACTS-An eligible entity awarded a grant to provide online advanced placement courses under this part may enter into a contract with a nonprofit or for profit organization to provide the online advanced placement courses, including contracting for necessary support services.

(f) DATA COLLECTION AND REPORTING-

(1) DATA COLLECTION-Each eligible entity awarded a grant under this section shall, with respect to each advanced placement subject, annually report to the Secretary on —

- (A) the number of students served by the eligible entity who are taking an advanced placement course in that subject;
- (B) the number of advanced placement tests taken by students served by the eligible entity in that subject;
- (C) the number of students served by the eligible entity scoring at different levels on advanced placement tests in that subject; and
- (D) demographic information regarding individuals served by such agency who taking advanced placement courses and tests in that subject disaggregated by race, ethnicity, sex, English proficiency status, and socioeconomic status.

(2) REPORT-The Secretary shall annually compile the information received from each eligible entity under paragraph (1) and report to the appropriate committees of Congress regarding the information.

**Sec. 1706 Supplement, Not Supplant.**

Grant funds provided under this part shall supplement, and not supplant, other non-Federal funds that are available to assist low-income individuals to pay for the cost of advanced placement test fees or to expand access to advanced placement and pre-advanced placement courses.

**Sec. 1707 Definitions.**

In this part:

(1) **ADVANCED PLACEMENT TEST**-The term advanced placement test' means an advanced placement test administered by the College Board or approved by the Secretary.

(2) **HIGH CONCENTRATION OF LOW-INCOME STUDENTS**-The term high concentration of low-income students', used with respect to a school, means a school that serves a student population 40 percent or more of whom are low-income individuals.

(3) **LOW-INCOME INDIVIDUAL**-The term low-income individual' means an individual who is determined by a State educational agency or local educational agency to be a child, ages 5 through 17, from a low-income family, on the basis of data used by the Secretary to determine allocations under section 1124 of this Act, data on children eligible for free or reduced-price lunches under the National School Lunch Act, data on children in families receiving assistance under part A of title IV of the Social Security Act, or data on children eligible to receive medical assistance under the medicaid program under title XIX of the Social Security Act, or through an alternate method that combines or extrapolates from those data.

# Application Instructions

## ***Electronic Application Format***

Applications for grants under this competition must be submitted electronically, unless you qualify for an exception to the electronic submission requirement in accordance with the instructions in this application package. **The deadline for submission of Advanced Placement Incentive Program applications through Grants.gov is July 7, 2008.**

In accordance with EDGAR §75.216 (b) and (c), an application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program.

## ***Electronic Application Submission Checklist***

It is recommended that your electronic application be organized in the following manner and include the following parts in order to expedite the review process. Instructions for all parts and forms of the application are found either on the following pages of the application package or individually for each form on Grants.gov.

**Note: Please do not attach any narratives, supporting files, or application components to any forms unless it is specifically required by the instructions for the individual section of the application. Although several forms accept attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application package.**

Review your electronic application to ensure you have completed the following forms and sections:

### **Part 1: Preliminary Documents**

- ☐ Application for Federal Assistance (form SF 424)
- ☐ ED Supplemental Information for SF 424

### **Part 2: Budget Information**

- ☐ ED Budget Information Non-Construction Programs (ED Form 524)

### **Part 3: ED Abstract Form**

- ☐ Project Abstract

### **Part 4: Project Narrative Attachment Form**

- ☐ Application Narrative

### **Part 5: Budget Narrative Attachment Form**

- ☐ Budget Narrative

**Part 6: Other Attachments Form**

- ☐ Absolute priority
- ☐ Individual Resumes for Project Directors & Key Personnel
- ☐ Copy of Indirect Cost Rate Agreement (optional)
- ☐ Copy of consortium agreement (as applicable)
- ☐ Documentation that establishes an organization's status as a national nonprofit educational entity (as applicable)

**Part 7: Assurances and Certifications**

- ☐ Assurances – Non-Construction Programs (SF 424B Form)
- ☐ Disclosure of Lobbying Activities (Standard Form LLL)
- ☐ Grants.gov Lobbying Form
- ☐ General Education Provisions Act (GEPA) Requirements – Section 427 (ED GEPA427 form)
- ☐ Survey on Ensuring Equal Opportunity for Applicants (form 1890-0014)(as applicable)

**Part 8: Intergovernmental Review (Executive Order 12372)**

- ☐ State Single Point of Contact (SPOC) List

***Part 1: Preliminary Documents***

- ☐ Application for Federal Assistance (Form SF 424)
- ☐ ED Supplemental Information for SF 424

These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and DUNS number). ***Applicants are only required to complete the highlighted sections of these forms.***

When applying electronically via Grants.gov, you will need to ensure that the DUNS number you enter on your application is the same as the DUNS number your organization used when it registered with the Central Contractor Registry.

Applicants are advised to complete the Application for Federal Assistance (Form SF 424) first. Grants.gov will automatically insert the correct CFDA and program name automatically wherever needed on other forms.

*Note: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application.*



## Instructions for the SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

| Item | Entry:   | Item | Entry:   |
|------|--|------|--|
| 1.   | <b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>   | 10.  | <b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.   |
|      |  | 11.  | <b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.   |
| 2.   | <b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> <li>A. Increase Award      B. Decrease Award</li> <li>C. Increase Duration      D. Decrease Duration</li> <li>E. Other (specify)</li> </ul> </li> </ul>   | 12.  | <b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.   |
|      |  | 13.  | <b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.   |
|      |  | 14.  | <b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.  |
| 3.   | <b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.  | 15.  | <b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.  |
| 4.   | <b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.   |      |  |
| 5a.  | <b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.  | 16.  | <b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. <ul style="list-style-type: none"> <li>• If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.</li> <li>• If nationwide, i.e. all districts within all states are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul> |
| 5b.  | <b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.  |      |  |
| 6.   | <b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.   |      |  |
| 7.   | <b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.   |      |  |
| 8.   | <b>Applicant Information:</b> Enter the following in accordance with agency instructions: <ul style="list-style-type: none"> <li><b>a. Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.</li> <li><b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.</li> <li><b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</li> </ul> | 17.  | <b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.   |
|      |  | 18.  | <b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.  |

|   |  |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
|---|--|---------------------|--|----------------------|--|--------------------------------|--|--------------------------------|---------------|--------------------------|--|---------------------------------|-------------------|--------------------------------|---------------------------------|--|---|--|--|---|---|--|---------------------------------|------------------------------------|--------------------|-----|--|
|   | <b>d. Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).   |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
|   | <b>e. Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.   | 19.                 | <b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
|   | <b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.   | 20.                 | <b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.<br><br>If yes, include an explanation on the continuation sheet.  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| 9.  | Type of Applicant: (Required)<br>Select up to three applicant type(s) in accordance with agency instructions. <table border="1" data-bbox="151 720 849 1302"> <tr> <td data-bbox="151 720 503 747">A. State Government</td> <td data-bbox="503 720 849 747">M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="151 747 503 774">B. County Government</td> <td data-bbox="503 747 849 774">N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="151 774 503 802">C. City or Township Government</td> <td data-bbox="503 774 849 802">O. Private Institution of Higher Education</td> </tr> <tr> <td data-bbox="151 802 503 829">D. Special District Government</td> <td data-bbox="503 802 849 829">P. Individual</td> </tr> <tr> <td data-bbox="151 829 503 856">E. Regional Organization</td> <td data-bbox="503 829 849 856">Q. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td data-bbox="151 856 503 884">F. U.S. Territory or Possession</td> <td data-bbox="503 856 849 884">R. Small Business</td> </tr> <tr> <td data-bbox="151 884 503 911">G. Independent School District</td> <td data-bbox="503 884 849 911">S. Hispanic-serving Institution</td> </tr> <tr> <td data-bbox="151 911 503 938">H. Public/State Controlled Institution of Higher Education</td> <td data-bbox="503 911 849 938">T. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td data-bbox="151 938 503 966">I. Indian/Native American Tribal Government (Federally Recognized)</td> <td data-bbox="503 938 849 966">U. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td data-bbox="151 966 503 993">J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td data-bbox="503 966 849 993">V. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td data-bbox="151 993 503 1020">K. Indian/Native American Tribally Designated Organization</td> <td data-bbox="503 993 849 1020">W. Non-domestic (non-US) Entity</td> </tr> <tr> <td data-bbox="151 1020 503 1047">L. Public/Indian Housing Authority</td> <td data-bbox="503 1020 849 1047">X. Other (specify)</td> </tr> </table> | A. State Government | M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)  | B. County Government | N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) | C. City or Township Government | O. Private Institution of Higher Education | D. Special District Government | P. Individual | E. Regional Organization | Q. For-Profit Organization (Other than Small Business) | F. U.S. Territory or Possession | R. Small Business | G. Independent School District | S. Hispanic-serving Institution | H. Public/State Controlled Institution of Higher Education | T. Historically Black Colleges and Universities (HBCUs) | I. Indian/Native American Tribal Government (Federally Recognized) | U. Tribally Controlled Colleges and Universities (TCCUs) | J. Indian/Native American Tribal Government (Other than Federally Recognized) | V. Alaska Native and Native Hawaiian Serving Institutions | K. Indian/Native American Tribally Designated Organization | W. Non-domestic (non-US) Entity | L. Public/Indian Housing Authority | X. Other (specify) | 21. | <b>Authorized Representative:</b> (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.<br>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| A. State Government   | M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)  |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| B. County Government  | N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)   |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| C. City or Township Government  | O. Private Institution of Higher Education   |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| D. Special District Government  | P. Individual  |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| E. Regional Organization  | Q. For-Profit Organization (Other than Small Business)   |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| F. U.S. Territory or Possession   | R. Small Business  |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| G. Independent School District  | S. Hispanic-serving Institution  |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| H. Public/State Controlled Institution of Higher Education                    | T. Historically Black Colleges and Universities (HBCUs)  |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| I. Indian/Native American Tribal Government (Federally Recognized)            | U. Tribally Controlled Colleges and Universities (TCCUs)   |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| J. Indian/Native American Tribal Government (Other than Federally Recognized) | V. Alaska Native and Native Hawaiian Serving Institutions  |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| K. Indian/Native American Tribally Designated Organization                    | W. Non-domestic (non-US) Entity  |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
| L. Public/Indian Housing Authority  | X. Other (specify)   |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |
|   |  |                     |  |                      |  |                                |  |                                |               |                          |  |                                 |                   |                                |                                 |  |   |  |  |   |   |  |                                 |                                    |                    |     |  |

## Instructions for the ED Supplemental Information for SF 424

- 1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.
- 2. Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, leave blank.

Check “Yes” if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.” By checking “Yes” the applicant certifies that it meets these novice applicant requirements. Check “No” if you do not meet the requirements for novice applicants.

- 3. Human Subjects Research.** (See I. A. “Definitions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**If Not Human Subjects Research.** Check “No” if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

**If Human Subjects Research.** Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

**If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check “No” if some or all of the planned research activities are covered (not exempt).

In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

**Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

**Note about Institutional Review Board Approval.** ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

*Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12<sup>th</sup> Street, S.W. Room 7076, Washington, DC 20202-4260.*

## Definitions for ED Supplemental Information for SF 424

### Definitions:

**Novice Applicant (See 34 CFR 75.225).** For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

### PROTECTION OF HUMAN SUBJECTS IN RESEARCH

#### I. Definitions and Exemptions

##### A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

##### —Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities, which meet this definition, constitute research whether or not they are conducted or

supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

##### —Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

##### B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and

(b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. *If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.* [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

## **II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives**

If the applicant marked "Yes" for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects "exempt research" or "nonexempt research" narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

### **A. Exempt Research Narrative.**

If you marked "Yes" for item 3 a. and designated exemption numbers(s), provide the "exempt research" narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

### **B. Nonexempt Research Narrative.**

If you marked "No" for item 3 a. you must provide the "nonexempt research" narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

#### **(1) Human Subjects Involvement and Characteristics:**

Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

**(2) Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

**(3) Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who

will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

**(4) Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

**(5) Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

**(6) Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the

importance of the knowledge that may reasonably be expected to result.

**(7) Collaborating Site(s):** If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

*Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, DC 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:  
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>*

NOTE: The **State Applicant Identifier** on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

## **Part 2: Budget Information**

### ☐ ED Budget Information Non-Construction Programs (ED Form 524)

This part of your application contains information about the Federal funding you are requesting. Remember that you must provide all requested budget information for each year of the project (up to 36 months) and the total column in order to be considered for Federal funding. Specific instructions for completing the budget forms are provided in the following section of this application package.

*Important note: The API program functions under a supplement not supplant provision. Funds provided under this program *must* be used only to supplement, and not supplant, other non-Federal funds that are available for the purposes of this program.*

### **Instructions for completing ED Form 524 Section A:**

Name of Institution/Organization: Enter the name of the applicant in the space provided.

Personnel (line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (line 2): The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (line 3): Indicate the travel costs of employees and participants only. Include travel of persons such as consultants on line 6. Applicants should budget for a two-day meeting for **project directors** to be held annually in Washington, DC. In addition to setting aside funds for travel, hotel, and per diem costs for these meetings, applicants should budget for an estimated \$500 per participant for the costs of materials and technical assistance products and services that will be delivered during these meetings.

Equipment (line 4): Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. *Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project.*

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. *Do not include costs that are included in the indirect cost rate.*

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): *Please review the Important Information Regarding Restricted Indirect Cost Rates found in this application package.*

This program has a statutory requirement prohibiting the use of Federal funds to supplant non-Federal funds. Under 34 CFR 75.563, if a grantee decides to charge indirect costs to a program with this type of statutory requirement, the grantee shall use a **restricted** indirect cost rate computed under 34 CFR 76.564 through 76.569.

Indicate the applicant's approved, **restricted**, indirect cost rate, per sections 75.560 – 75.580 of EDGAR. If an applicant decides to charge indirect costs to this program and there is a **no** restricted, indirect cost rate in place, the applicant must follow the instructions found in the *Important Information Regarding Restricted Indirect Cost Rates* section of this application package.

Training Stipends (line 11): This line item is not applicable to this program. The training stipend line item only pertains to costs associated with long term training programs and college or university coursework, not workshops or short-term training supported by this program. *Salary stipends paid to teachers and other school personnel for participating in short-term professional development should be reported in Personnel (line 1).*

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1 (a)*, should also be equal to item 15a on the application cover sheet (SF Form 424).

### **Instructions for completing ED Form 524 Section B:**

In order to meet the **absolute priority**, applicants must complete Section B (Budget Summary--Non-Federal Funds) of this form. Matching funds provided by the applicant must be shown for each applicable budget category on lines 1-11 of Section B in accordance with Federal requirements that apply to the grant.

Additionally, applicants must provide a budget narrative (which serves to meet the requirements of ED Form 524, Section C) for the identified matching funds. Applicants will be required to submit an itemized budget breakdown for each project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures in order to meet the **absolute priority** for this program.



## Instructions for ED 524

### General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. Please consult with your Business Office prior to submitting this form.

### **Section A – Budget Summary U.S. Department of Education Funds**

All applicants must complete Section A and provide a breakdown by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information:

If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the federal government. (2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another federal agency (Other) issued the approved agreement. If you check “Other,” specify the name of the federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2).

Note: State or local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

### Section B – Budget Summary Non-Federal Funds

If you are required to provide or volunteer to provide matching funds or other non-federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave

4.

### **Section C – Budget Narrative [Attach separate sheet(s)]**

Pay attention to applicable program specific instructions,  
if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
3. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to

which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of “Training grants” (34 CFR 75.562) and grants under programs with “Supplement not Support” requirements (“Restricted Rate” programs) by a “modified total direct cost” (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for “Training grants” or grants under “Restricted Rate” programs, you must refer to the information and examples on ED’s website at:

<http://www.ed.gov/fund/grant/apply/app/forms/apprforms.html>.

You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

Provide other explanations or comments you deem necessary.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890-0004**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.

### **Part 3: ED Abstract Form**

*This section should be attached as a single document to the ED Abstract Form in accordance with the instructions found on Grants.gov and should be organized in the following manner and include the following parts in order to expedite the review process.*

*You must attach any narrative sections of your application as files in a **.DOC** (document), **.RTF** (rich text), or **.PDF** (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.*

*Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.*

*When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.*

#### **☐ Project Abstract**

The project abstract should not exceed one double spaced page and should include a concise description of the following information:

- Project purpose
- Project goals and objectives
- Project activities

In addition to the narrative, please provide the following information for each school named in the application:

- Name and location of school
- Total student enrollment
- Percent of student enrollment from low-income families
- Number of AP courses currently offered
- Number of IB courses currently offered

| <b>Name and location of school</b> | <b>Total student enrollment</b> | <b>Low-income student enrollment (%)</b> | <b>AP Courses</b> | <b>IB Courses</b> |
|------------------------------------|---------------------------------|--|-------------------|-------------------|
|                                    |                                 |  |                   |                   |
|                                    |                                 |  |                   |                   |
|                                    |                                 |  |                   |                   |
|                                    |                                 |  |                   |                   |
|                                    |                                 |  |                   |                   |

#### **Part 4: Project Narrative Attachment Form**

*This section should be attached as a **single** document to the Project Narrative Attachment Form in accordance with the instructions found on Grants.gov and should be organized in the following manner and include the following parts in order to expedite the review process.*

*You must attach any narrative sections of your application as files in a **.DOC** (document), **.RTF** (rich text), or **.PDF** (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.*

*Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.*

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##### ☐ Table of Contents

The Table of Contents shows where and how the important sections of your proposal are organized and should not exceed **one** double spaced page.

##### ☐ Application Narrative

*The application narrative responds to the selection criteria found in this application package and should follow the order of the selection criteria.*

We encourage applicants to this section of the application to the equivalent of no more than **40** pages and adhere to the following guidelines:

- A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative. Titles, headings, footnotes, quotations, references, and captions, as well as text in charts, tables, figures, and graphs, can be single spaced.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.
- Number all pages consecutively using the style 1 of 40, 2 of 40, and so forth.
- Include a Table of Contents with page references.

The suggested page limit does not apply to the Table of Contents; forms; the budget section, including the narrative budget justification; the assurances and certifications; the one-page abstract; the resumes; or letters of support. However, the suggested page limit does apply to all of the application narrative section. We further encourage applicants to limit to no more than 20 pages any attachments or appendices that are not resumes or letters of support.

### ***Selection Criteria for Program Narrative***

The maximum score for all selection criteria is 95 points. The points or weights assigned to each criterion are indicated in parentheses. Non-Federal peer reviewers will review each application. They will be asked to evaluate and score each program narrative against the following selection criteria:

#### **Need for the Project**

In determining need for the proposed project, we will consider the following factors:

- (1) The extent to which the application demonstrates a pervasive need for access to advanced placement incentive programs by low-income individuals (5); and
- (2) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses (10).

#### **Quality of Project Design**

In determining the quality of the project design to be provided by the proposed project, we will consider the following factors:

- (1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable (5);
- (2) The extent to which the proposed project will increase the rate at which secondary school students participate in advanced placement courses and increase the numbers of students who receive advanced placement test scores for which college academic credit is awarded (20);
- (3) The extent to which the proposed activities constitute a coherent, sustained program of training in the field (15); and
- (4) The extent to which there is effective coordination and articulation between grade levels to prepare students for academic achievement in advanced placement courses (15).

#### **Quality of the Management Plan**

In determining the quality of the management plan for the proposed project, we will consider the following factors:

- (1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing the project tasks (8);
- (2) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project (5); and
- (3) The extent to which the applicant demonstrates that it will have the capacity to report annually the data required by section 1705(f) of the ESEA and the performance measures established for this program (4).

#### **Adequacy of Resources**

In determining the adequacy of resources for the proposed project, we will consider the following factor:

- (1) The extent to which the applicant assures the availability of matching funds from State, local, or other sources to pay for the cost of activities to be assisted by the proposed project (8).

### ***Competitive Preference priorities***

The maximum score for all competitive preference priorities is 5 points. There are two competitive preference priorities from the notice of final priorities for discretionary grant programs published in the Federal Register on October 11, 2006 (71 FR 60045). **Up to 5 additional points will be awarded to applications that clearly address the competitive preference priorities in the project narrative** (point values are listed below for each priority). *Applicants are not required to address these priorities.*

#### **1) Competitive Preference Priority 1 (Critical-Need Languages):**

Applicants can receive up to an additional 4 points, contingent on how well the application meets this priority. This priority supports the implementation or expansion of programs that enable students to achieve proficiency or advanced proficiency in one or more of the following less commonly taught languages: Arabic, Chinese, Korean, Japanese, Russian, and languages in the Indic, Iranian, and Turkic language families.

#### **2) Competitive Preference Priority 2 (On-Line Advanced Placement Courses):**

Applicants will receive an additional 1 point for outlining a set of activities that increases the availability of, and participation in, on-line advanced placement courses.

## **Part 5: Budget Narrative**

*This section should be attached as a single document to the Budget Narrative Attachment Form in accordance with the instructions found on Grants.gov. It should be organized in the following manner and include the following parts in order to expedite the review process.*

*You must attach any narrative sections of your application as files in a **.DOC** (document), **.RTF** (rich text), or **.PDF** (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material. **We will not review files attached in Excel (.XLS).***

*Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.*

*When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.*

Each application must also provide a Budget Narrative (which serves to meet the requirements of ED Form 524, Section C) for **requested Federal funds and identified matching funds**. The Budget Narrative for requested Federal funds should provide a justification of how the money requested for each budget item will be spent.

This section requires an **itemized budget breakdown** for each project year and the **basis for estimating the costs** of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures. Be sure to complete an itemized budget breakdown and narrative for each year of the proposed project (up to 36 months).

The Budget Narrative provides an opportunity for the applicant to identify the nature and amount of the proposed expenditures. The applicant should provide sufficient detail to enable reviewers and project staff to understand how requested funds will be used, how much will be expended, and the relationship between the requested funds and project activities and outcomes.

### **Important Notes**

- Applicants are encouraged to review OMB Circular A-21, *Cost Principles for Educational Institutions* [OMB Circular A-87, *Cost Principles for State, Local, and Indian Tribal Governments* or OMB Circular A-122, *Cost Principles for Nonprofit Organizations*] in preparing their budget and budget narrative.
- OMB Circular A-21 may be found at the following link:  
[http://www.whitehouse.gov/omb/circulars/a021/a21\\_2004.html](http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html)
- OMB Circular A-87 may be found at the following link:  
[http://www.whitehouse.gov/omb/circulars/a087/a87\\_2004.html](http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html)
- OMB Circular A-122 may be found at the following link:  
[http://www.whitehouse.gov/omb/circulars/a122/a122\\_2004.html](http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html)

### **Suggested Guidelines for the Budget Narrative**

In accordance with 34 CFR 75.232, Department of Education staff perform a cost analysis of the each recommended project to ensure that costs relate to the activities and objectives of the project, are reasonable, allowable and allocable. We may delete or reduce costs from the budget during this review.

*Important note:* This program has a statutory requirement prohibiting the use of Federal funds to supplant non-Federal funds. Funds provided under this program must be used only to supplement, and not supplant, other non-Federal funds that are available for the purposes of this program.

**Remember that you must include the information below for both the federal funds you are requesting (ED Form 524 section A) and the matching funds you identified (ED Form 524 Section B)**

To facilitate the review of your Budget Narrative, we encourage each applicant to include the following information for each year of the project:

#### **1. Personnel**

- Provide the title and duties of each position to be compensated under this project.
- Provide the salary for each position under this project.
- Provide the amounts of time, such as hours or percentage of time to be expended by each position under this project.
- Explain the importance of each position to the success of the project.
- Provide the basis for cost estimates or computations.

#### **2. Fringe Benefits**

- Give the fringe benefit percentages of all personnel included under Personnel.
- Provide the rate and base on which fringe benefits are calculated.

#### **3. Travel**

- Explain the purpose of the travel, how it relates to project success, how it aligns with the project goals and objectives and which program participants or staff will participate.
- Submit an estimate for the number of trips, points of origin and destination, and purpose of travel.
- Submit an itemized estimate of transportation and/or subsistence costs for each trip.
- Provide the basis for cost estimates or computations.

#### **4. Equipment**

- Indicate the estimated unit cost for each item to be purchased.
- Identify each type of equipment.
- Provide adequate justification of the need for items of equipment to be purchased.
- Explain the purpose of the equipment, and how it relates to project success.
- Provide the basis for cost estimates or computations.

## 5. Supplies

- Provide an itemized estimate of materials and supplies by nature of expense or general category (e.g., instructional materials, office supplies, etc.).
- Explain the purpose of the supplies and how they relate to project success.
- Provide the basis for cost estimates or computations.

## 6. Contractual

- Provide the purpose and relation to project success.
- Describe the products to be acquired, and/or the professional services to be provided.
- Provide a brief justification for the use of the contractors selected.
- Identify the name(s) of the contracting party, including consultants, if available.
- Provide the cost per contractor.
- Provide the amount of time that the project will be working with the contractor(s).
- For professional services contracts, provide the amounts of time to be devoted to the project, including the costs to be charged to this proposed grant award.
- Provide a brief statement that you have followed the procedures for procurement under 34 CFR Parts 74.40 - 74.48 and Part 80.36.
- Provide the basis for cost estimates or computations.

## 7. Construction

- Not applicable.

## 8. Other

- List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.).
- Provide the cost per item (printing = \$500, postage = \$750).
- Provide the purpose for the expenditures and relation to project success.
- Provide the basis for cost estimates or computations.

## 9. Total Direct Costs

- The amount that is the sum of expenditures, per budget category, of lines 1-8.

## 10. Indirect Costs

- Identify indirect cost rate (if the applicant will charge indirect costs to the grant)

*Note:* This program has a statutory requirement prohibiting the use of Federal funds to supplant non-Federal funds. Under 34 CFR 75.563, if a grantee decides to charge indirect costs to a program with this type of statutory requirement, the grantee shall use a **restricted** indirect cost rate computed under 34 CFR 76.564 through 76.569.

Indicate the applicant's approved, **restricted**, indirect cost rate, per sections 75.560 – 75.580 of EDGAR. If an applicant decides to charge indirect costs to this program and there is a **no** restricted, indirect cost rate in place, the applicant must follow the instructions found in the *Important Information Regarding Restricted Indirect Cost Rates* section of this application package.



**11. Training Stipends**

- Not applicable.

**12. Total Costs**

- Sum total of direct costs, indirect costs, and stipends.
- Please provide total costs for each year of the project as well as grand total cost for the entire project period (up to 36 months)

### ***Important Information Regarding Indirect Cost Rates***

The Department of Education (ED) reimburses grantees for its portion of indirect costs that a grantee incurs on projects funded by the API program (CFDA 84.330C). In order to charge indirect costs to this program, a grantee must have a currently approved Indirect Cost Rate (ICR) agreement. The ICR must be negotiated with and approved by the grantee's cognizant agency, i.e., either (1) the federal agency from which it has received the most direct funding, subject to indirect cost support; (2) the federal agency specifically assigned cognizance by the Office of Management and Budget; or (3) the State agency that provides the most subgrant funds to the grantee (if no direct federal awards are received).

Note: Applicants should pay special attention to specific questions on the application budget form (ED 524) about their cognizant agency and the ICR being used in the budget. Applicants should be aware that ED is very often not the cognizant agency for its grantees. Rather, ED accepts the currently approved ICR established by the appropriate cognizant agency.

Applicants are encouraged to have an accountant calculate a proposed ICR using current information in the audited financial statements, actual cost data or the Internal Revenue Service Form 990. Applicants should use this proposed rate in the application materials and indicate the documentation used to calculate the rate. Guidance related to calculating an ICR can be found on ED's website at <http://www.ed.gov/about/offices/list/ocfo/fipao/icgindex.html>.

An applicant selected for funding, that does not have a currently approved ICR, must review and follow the final regulations published at 34 CFR 75.560 in the Federal Register on December 7, 2007 (72 FR 69145). The rules allow for a temporary ICR of 10% of budgeted salaries and wages and require the grantee to submit an ICR proposal within 90 days after issuance of the grant award notification.

Applicants with questions about charging indirect costs on this program should contact the program contact person noted elsewhere in this application package.

## **Part 6: Other Attachments Form**

*Attach one or more documents to the Other Attachments Form in accordance with the instructions found on Grants.gov. You may provide all of the required information in a single document, or in multiple documents.*

*You must attach any narrative sections of your application as files in a **.DOC** (document), **.RTF** (rich text), or **.PDF** (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.*

*Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.*

*When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.*

### ☐ **Absolute Priority**

Applicants must identify and list the specific high schools that will receive project services and provide documentation which confirms that the selected schools have a high concentration of low-income students as defined by the program statute and guidance provided within this application package. A general statement of applicant's qualification for the absolute priority is **not** sufficient to meet this requirement.

### ☐ **Individual Resumes for Project Directors and Key Personnel**

Provide brief resumes or job descriptions that describe their qualifications for the responsibilities they will carry out under the project.

### ☐ **Copy of Indirect Cost Rate Agreement (optional)**

If an applicant decides to charge indirect costs to this program and there is a restricted, indirect cost rate in place, the applicant is encouraged, but not required, to attach a copy of the most recent **approved** Indirect Cost Agreement to this section. We may request this information at a later date.

If an applicant decides to charge indirect costs to this program and there is a **no** restricted, indirect cost rate in place, the applicant must follow the instructions found in the Important Information Regarding Restricted Indirect Cost Rates section found in the previous section of this application package.

### ☐ **Copy of consortium agreement (as applicable)**

Consortium applicants must submit a copy of a consortium agreement that details the activities that each member of the group plans to perform and binds each member of the group to every statement and assurance made by the applicant in accordance with Federal requirements that apply to the grant.

**☐ Documentation that establishes an organization's status as a national nonprofit educational entity (as applicable)**

Applicants hoping to apply as national nonprofit educational entities must provide documentation that establishes their status as a national nonprofit educational entity and their expertise in advanced placement services.

Applicants should provide a copy of the organization's charter, articles of incorporation, or other documents creating/establishing the organization which classify the organization as a national organization and describe the organization's mission as being national in scope. Applicants should include information verifying that the organization has a national presence as is indicated in the scope of its work. Applicants should also include a statement that establishes their expertise in advanced placement services.

***Part 7: Assurances and Certifications***

Be certain to complete all required assurances and certifications in Grants.gov, and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

- ☐ Assurances – Non-Construction Programs (SF 424B Form)
- ☐ Disclosure of Lobbying Activities (SF LLL Form)
- ☐ Grants.gov Lobbying Form
- ☐ General Education Provisions Act (GEPA) Requirements – Section 42
- ☐ Survey on Ensuring Equal Opportunity for Applicants (form 1890-0014)(as applicable)

## **Instructions for Completion of SF-LLL, Disclosure of Lobbying Form**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

## **Instructions for Meeting the General Education Provisions Act (GEPA) Section 427 Requirements**

All applicants **must** include information in their applications to address this provision in order to receive funding under this program.

Section 427 **requires** each applicant to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*.

A general statement of an applicant's nondiscriminatory hiring policy is **not** sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

**Applicants are required to address this provision by attaching a statement (not to exceed three pages) to the *ED GEPA427 form* that is included in the electronic application package in Grants.gov.**

## Survey Instructions on Ensuring Equal Opportunity for Applicants

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**Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.**

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An "intermediary" is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651.

**If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Joyce I. Mays, Application Control Center, U.S. Department of Education, 7<sup>th</sup> and D Streets, SW, ROB-3, Room 3671, Washington, D.C. 20202-4725

OMB No. 1890-0014 Exp. (Approved)



***Part 8: Intergovernmental Review (Executive Order 12372)***

It is estimated that in 2008 the Federal Government will outlay \$449 billion in grants to State and local governments. [Executive Order 12372](#), "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function.

**This program is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.**

Applicants must contact the appropriate State single point of contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the single point of contact for each of those States and follow the procedures established in each State under the Executive order.

In keeping with the Executive Order, the Office of Management and Budget has established and maintains a list of the States participating in the program. The list below provides the names, addresses, telephone and fax numbers of designated State single points of contact and can be electronically accessed at: <http://www.whitehouse.gov/omb/grants/spoc.html>

Any State process recommendation and other comments submitted by a State single point of contact and any comments from State, area-wide, regional, and local entities must be mailed or hand-delivered by the date indicated in this notice to the following address:

The Secretary  
**EO 12372**  
U.S. Department of Education  
Room 7E200  
400 Maryland Avenue SW  
Washington, DC 20202

Proof of mailing will be determined on the same basis as applications (see 34 CFR § 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (eastern time) on the closing date indicated in this notice.

**Important note:** The above address is not the same address as the one to which the applicant submits its completed applications. **Do not send applications to the above address.**

States that are not listed on the following pages have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to the Department as described in the Federal Register notice announcing the grant competition.

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| <b>ARKANSAS</b><br>Tracy L. Copeland<br>Manager, State Clearinghouse<br>Office of Intergovernmental Services<br>Department of Finance and<br>Administration<br>1515 W. 7th St., Room 412<br>Little Rock, Arkansas 72203<br>Telephone: (501) 682-1074<br>Fax: (501) 682-5206<br><a href="mailto:tracy.copeland@dfa.state.ar.us">tracy.copeland@dfa.state.ar.us</a>                            | <b>CALIFORNIA</b><br>Grants Coordination<br>State Clearinghouse<br>Office of Planning and Research<br>P.O. Box 3044, Room 222<br>Sacramento, California 95812-3044<br>Telephone: (916) 445-0613<br>Fax: (916) 323-3018<br><a href="mailto:state.clearinghouse@opr.ca.gov">state.clearinghouse@opr.ca.gov</a> |
| <b>DELAWARE</b><br>Jennifer L. Carlson<br>Associate Fiscal and Policy Analyst<br>Office of Management and Budget<br>Budget Development, Planning &<br>Administration<br>Haslet Armory, Third Floor<br>122 William Penn Street<br>Dover, Delaware 19901<br>Telephone: (302) 739-4206<br>Fax: (302) 739-5661<br><a href="mailto:jennifer.carlson@state.de.us">jennifer.carlson@state.de.us</a> | <b>DISTRICT OF COLUMBIA</b><br>Donna Bexley<br>DC Government Office of Partnerships<br>and Grants Development<br>441 4th Street, NW<br>Washington, DC 20001<br>Telephone: (202) 727-6437<br>Fax: (202) 727-1652<br><a href="mailto:Donna.bexley@dc.gov">Donna.bexley@dc.gov</a>                              |
| <b>FLORIDA</b><br>Lauren P. Milligan<br>Florida State Clearinghouse<br>Florida Dept. of Environmental<br>Protection<br>3900 Commonwealth Blvd.<br>Mail Station 47<br>Tallahassee, Florida 32399-3000<br>Telephone: (850) 245-2161<br>Fax: (850) 245-2190<br><a href="mailto:Lauren.Milligan@dep.state.fl.us">Lauren.Milligan@dep.state.fl.us</a>   | <b>GEORGIA</b><br>Barbara Jackson<br>Georgia State Clearinghouse<br>270 Washington Street, SW, 8th Floor<br>Atlanta, Georgia 30334<br>Telephone: (404) 656-3855<br>Fax: (404) 656-7916<br><a href="mailto:gach@opb.state.ga.us">gach@opb.state.ga.us</a>   |
| <b>IOWA</b><br>Kathy Mabie<br>Iowa Department of Management<br>State Capitol Building Room G12<br>1007 E Grand Avenue<br>Des Moines, Iowa 50319<br>Telephone: (515) 281-8834<br>Fax: (515) 242-5897<br><a href="mailto:Kathy.Mabie@iowa.gov">Kathy.Mabie@iowa.gov</a>  | <b>KENTUCKY</b><br>Lee Nalley<br>The Governor's Office for Local<br>Development<br>1024 Capital Center Drive, Suite 340<br>Frankfort, Kentucky 40601<br>Telephone: (502) 573-2382 Ext. 274<br>Fax: (502) 573-1519<br><a href="mailto:Lee.Nalley@ky.gov">Lee.Nalley@ky.gov</a>                                |

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| <b>MAINE</b><br>Joyce Benson<br>State Planning Office<br>184 State Street<br>38 State House Station<br>Augusta, Maine 04333<br>Telephone: (207) 287-3261<br>(Direct) (207) 287-1461<br>Fax: (207) 287-6489<br><a href="mailto:Joyce.benson@maine.gov">Joyce.benson@maine.gov</a>  | <b>MARYLAND</b><br>Linda C. Janey, J.D.<br>Director, Maryland State Clearinghouse<br>For Intergovernmental Assistance<br>301 West Preston Street, Room 1104<br>Baltimore, Maryland 21201-2305<br>Telephone: (410) 767-4490<br>Fax: (410) 767-4480<br><a href="mailto:ljaney@mdp.state.md.us">ljaney@mdp.state.md.us</a>             |
| <b>MICHIGAN</b><br>William Parkus<br>Southeast Michigan Council of<br>Governments<br>535 Griswold, Suite 300<br>Detroit, Michigan 48226<br>Telephone: (313) 961-4266<br>Fax: (313) 961-4869<br><a href="mailto:mailto:parkus@semcog.org">mailto:parkus@semcog.org</a>   | <b>MISSISSIPPI</b><br>Janet Riddell<br>Clearinghouse Officer<br>Department of Finance and<br>Administration<br>1301 Woolfolk Building, Suite E<br>501 North West Street<br>Jackson, Mississippi 39201<br>Telephone: (601) 359-6762<br>Fax: (601) 359-6758<br><a href="mailto:JRiddell@dfa.state.ms.us">JRiddell@dfa.state.ms.us</a> |
| <b>MISSOURI</b><br>Sara VanderFeltz<br>Federal Assistance Clearinghouse<br>Office of Administration<br>Commissioner's Office<br>Capitol Building, Room 125<br>Jefferson City, Missouri 65102<br>Telephone: (573) 751-0337<br>Fax: (573) 751-1212<br><a href="mailto:sara.vanderfeltz@oa.mo.gov">sara.vanderfeltz@oa.mo.gov</a>                  | <b>NEVADA</b><br>Gosia Sylwesprzak<br>Department of Administration<br>Nevada State Clearinghouse<br>Coordinator/SPOC<br>209 E. Musser Street, Room 200<br>Carson City, Nevada 89701<br>Telephone: (775) 684-0209<br>Fax: (775) 684-0260<br><a href="mailto:clearinghouse@budget.state.nv.us">clearinghouse@budget.state.nv.us</a>   |
| <b>NEW HAMPSHIRE</b><br>Amy Ignatius, Acting Director<br>New Hampshire Office of Energy and<br>Planning<br>Attn: Intergovernmental Review<br>Process<br>Mark Toussiant<br>57 Regional Drive<br>Concord, New Hampshire 03301<br>Telephone: (603) 271-2155<br>Fax: (603) 271-2615<br><a href="mailto:amy.ignatius@nh.gov">amy.ignatius@nh.gov</a> | <b><u>NORTH DAKOTA</u></b><br>Jim Boyd<br>ND Department of Commerce<br>1600 East Century Avenue, Suite 2<br>P.O. Box 2057<br>Bismarck, North Dakota 58502-2057<br>Telephone: (701) 328-2676<br>Fax: (701) 328-2308<br><a href="mailto:jboyd@state.nd.us">jboyd@state.nd.us</a>  |

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| <b>RHODE ISLAND</b><br>Bill McKenna<br>Department of Administration<br>One Capitol Hill<br>Providence, Rhode Island 02908<br>Telephone: (401) 222-6181<br>Fax: (401) 222-2083<br><a href="mailto:jkarger@doa.state.ri.us">jkarger@doa.state.ri.us</a>  | <b>SOUTH CAROLINA</b><br>Jean Ricard<br>Office of State Budget<br>1201 Main Street, Suite 870<br>Columbia, South Carolina 29201<br>Telephone: (803) 734-1314<br>Fax: (803) 734-0645<br><a href="mailto:JRicard@budget.sc.gov">JRicard@budget.sc.gov</a>   |
| <b>TEXAS</b><br>Denise S. Francis<br>Director, State Grants Team<br>Governor's Office of Budget and Planning<br>P.O. Box 12428<br>Austin, Texas 78711<br>Telephone: (512) 305-9415<br>Fax: (512) 936-2681<br><a href="mailto:Grants@governor.state.tx.us">Grants@governor.state.tx.us</a>  | <b>UTAH</b><br>Tenielle Young<br>Utah State Clearinghouse<br>Governor's Office of Planning and Budget<br>Utah State Capitol Complex<br>Suite E210, PO Box 142210<br>Salt Lake City, Utah 84114-2210<br>Telephone: (801) 538-1570<br>Fax: (801) 538-1547<br><a href="mailto:Tenielleyoung@utah.gov">Teniellyoung@utah.gov</a>  |
| <b>WEST VIRGINIA</b><br>Bobby Lewis<br>Director, Community Development Division<br>West Virginia Development Office<br>Building #6, Room 553<br>Charleston, West Virginia 25305<br>Telephone: (304) 558-4010<br>Fax: (304) 558-3248<br><a href="mailto:rlewis@wvdo.org">rlewis@wvdo.org</a>  | <b>WISCONSIN</b><br>Division of Intergovernmental Relations<br>Wisconsin Department of Administration<br>101 East Wilson Street, 10th Floor<br>P.O. Box 8944<br>Madison, Wisconsin 53708<br>Telephone: (608) 261-7533<br>Fax: (608) 267-6917<br><a href="mailto:spoc@wisconsin.gov">spoc@wisconsin.gov</a>  |
| <b>AMERICAN SAMOA</b><br>Pat M. Galea'i<br>Federal Grants/Programs Coordinator<br>Office of Grants Policy/Office of the Governor<br>Department of Commerce<br>American Samoa Government<br>Pago Pago, American Samoa 96799<br>Telephone: (684) 633-5155/4116<br>Fax: (684) 633-4195/2269<br><a href="mailto:pmgaleai@yahoo.com">pmgaleai@yahoo.com</a> | <b>GUAM</b><br>Roland C.P. Villaverde<br>Administrator<br>Guam State Clearinghouse<br>Office of <i>I Segundo na Maga'lahren</i><br><i>Guåhan</i><br>Office of the Governor<br>P.O. Box 2950<br><i>Hågatña</i> , Guam 96932<br>Telephone: (671) 475-9380 ext. 901<br>Fax: (671) 477-2007<br><a href="mailto:administrator@guamclearinghouse.com">administrator@guamclearinghouse.com</a> |

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| <b>NORTH MARIANA ISLANDS</b><br>Antonio S. Muna<br>Special Assistant for Management<br>Office of Management and Budget<br>Office of the Governor<br>Saipan, MP 96950<br>Telephone: (670) 664-2289<br>Fax: (670) 323-2272<br><a href="mailto:e_macaranas@yahoo.com">e_macaranas@yahoo.com</a>  | <b>PUERTO RICO</b><br>Ing. David Rodríguez / Luz H. Olmeda<br>Puerto Rico Planning Board<br>Federal Proposals Review Office<br>PO Box 41119<br>San Juan, Puerto Rico 00940-1119<br>Telephone: 787-723-6190<br>Fax: 787-722-6783<br><a href="mailto:Olmeda_L@jp.gobierno.pr">Olmeda_L@jp.gobierno.pr</a> |
| <b>VIRGIN ISLANDS</b><br>Debra Gottlieb (Acting Director)<br>Director, Office of Management and Budget<br>#41 Norre Gade Emancipation Garden<br>Station, Second Floor<br>Saint Thomas, Virgin Islands 00802<br>Telephone: (340) 774-0750<br>Fax: (340) 776-0069<br><a href="mailto:dbgottlieb@omb.gov.vi">dbgottlieb@omb.gov.vi</a> |   |

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to [Hai M. Tran@omb.eop.gov](mailto:Hai_M._Tran@omb.eop.gov). If you prefer, you may send correspondence to the following postal address:

Office of Management and Budget  
Attn: Grants Management  
New Executive Office Building, Suite 6025  
725 17th Street, NW  
Washington, DC 20503

**Please note:** Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the *Catalog of Federal Domestic Assistance* or CFDA (<http://www.cfda.gov>) and the Grants.gov website (<http://www.grants.gov>).

## Reporting and Accountability

Successful applicants with multi-year grants must submit an **annual performance report** demonstrating their progress in meeting approved project objectives. Grantees must also provide the most current financial and performance measure data for each year of the project.

At the end of the project period, applicants will also be required to submit a **final performance report**.

Under the Government Performance and Results Act (GPRA), the following performance indicators have been established for assessing the effectiveness of the Advanced Placement Incentive program in improving the successful participation in advanced placement courses and tests by students attending public high schools served by API grants:

- (1) The number of students who enrolled in an advanced placement course at each school served by an API grant, disaggregated by subject;
- (2) The number of low-income individuals who enrolled in an advanced placement course at each school served by an API grant, disaggregated by subject;
- (3) The number of advanced placement tests taken by students at each school served by an API grant, disaggregated by subject, divided by the number of seniors enrolled in each school at or around October 1;
- (4) The number of advanced placement tests taken by low-income individuals at each school served by an API grant, disaggregated by subject;
- (5) The scores students at each school served by an API grant earned on advanced placement tests, disaggregated by subject; and
- (6) The scores low-income individuals at each school served by an API earned on advanced placement tests, disaggregated by subject.

These measures constitute the Department's measures of success for this program. Consequently, applicants for a grant under this program are advised to give careful consideration to these measures in identifying their goals and objectives and conceptualizing the approach and evaluation of their proposed projects. If funded, applicants will be asked to collect and report data in their performance and final reports about progress toward these measures.

For specific requirements on grantee reporting, please go to the ED Performance Report Form 524B at <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.